

# DEPARTMENT OF ARCHITECTURE, ENGINEERING, AND TECHNOLOGY

## DIVISION MEETING MINUTES

May 3, 2007

10:00 AM

West Campus 9-222

### **Attendance:**

Shannon Hellard, Ali Notash, Andy Ray, Wael Yousif, Emil Vazquez, Sherwyn Appelwhaite, Jim Johnson, Allen Watters, Amy Love, Deb Hall, Francisco Castellanos, Dimas Sanchez, Terry Long, Sean Geftic, Beverly Johnson, Lisa Macon, Angel Melendez, Nasser Hedayat, Kelly Block

### **Call to Order**

No historical minutes to review or approve.

### **Dean's Office – Updates and Announcements**

Nasser expressed the importance of the division meetings. The agenda format will remain the same although the contents may change from meeting to meeting. Next division meetings for the summer term will be held Wednesday June 6 and July 11 from 12:30 'til 1:30 in 9-222. The new tenure track faculty for engineering department is Dr. Mohua Kar and she will start in the fall term. New Career Program Advisor Beverly Johnson is assisting students' needs with the Bldg./Const., Arch., and Drafting programs.

### **Formal Agenda**

#### **1. Enrollment**

Enrollment is slightly low in few classes but overall the division enrollment is good. No decision to cancel a class will be made until Friday afternoon.

#### **2. 660 Load-Banking**

It is in final draft. However, policy strongly discourages continuous 660 contracts. Supplemental contract is NOT guaranteed and approval depends on the department needs and student enrollment. Each faculty will have an opportunity to request and approval will be determined by the dean.

#### **3. Professional Development**

Clarification and definition of Professional Development was discussed. It is separate from personal goal setting and the required services to the department and the college. Professional Development approval is based upon the Dean's approval and the availability of the funds. This is not related to SPD funds. Update: you may use your next fiscal year SPD funds now if the seminar or conference you wish to attend is completed during that time period. Fiscal year runs from July 1 – June 30. Don't hesitate to ask for any conference/workshops if it's very important towards your personal development and student learning. Talk to the respective Program Chair and have an estimate of the total cost to be incurred.

#### **4. Petty Cash Process**

Very important to follow the process outlined. Approval from the Program Chair must be obtained before purchasing any items. Reimbursement is not possible when prior approval was not obtained.

## **5. Faculty Workload**

Effective in the fall term, there must be 2 different methods of contacts for the virtual student engagement hours. 'e-mail' is considered as one method with specified address. All classes in our division have WebCT functionality even if you don't have an on-line class. Contact Lisa Macon if you would like to schedule a quick workshop to familiarize yourself with this option. 'Office Hours' are not to be assigned a) an hour during driving to or from the campus, b) 15 minutes before the start of your class. It is hoped that by incorporating these adjustments, we can better serve the student access to the faculty.

## **6. Certificate of Absence**

Clarification was given for amount of hours used on the absences form for 'Personal Time'. Non-instructive day off is 7 hours. Absence from instructional days is not based solely on the amount of time spent in teaching the class. It is important to have the Certificate of Absence form completed so that you are officially excused with permission. If you cannot teach a class, speak with your program chair first and allow enough time to find a substitute for the class. Also, reminder regarding how you handle the coverage: it is best to not inform the students of your arrangements. Allow the substitute to do that so that attendance is not affected negatively. Remember, over communicating is far better than under communicating.

## **7. Equipment Needs and Supplies**

Do our best to get everybody the resources they need. Need to communicate with Program Chair and Dean. Sometimes funds become available with limited time to use them. Be proactive, know the needs of your department, and be prepared so that funds can be applied as available.

## **8. Security Issues**

New number for after-hours emergency: 1030. Regarding security reports of doors propped open, the Fire Marshall has instructed that all doors that serve as a fire barricade (doors that open directly onto a hallway) need to be left closed. Concerns were raised regarding one-on-one contact with students and some prefer to have the door propped open as a deterrent for harassment issues. Concerns will be relayed to the Faculty Senate via Lisa Macon.

## **9. Division Action Plan**

This year DAP is conducted by Wael Yousif. Allen Watters is selected for the next years DAP to conduct an assessment and evaluation of one of the Arch classes. This plan starts in the fall term and the final result must be posted on the college website no later than Summer A term. Timeline for this process was provided.

## **Program Chairs Report**

**CONST/BLG/ARCH/Shannon, Andy-** Weekend classes going well for Saturdays. Might go to Sundays, be a weekend college. Good use of funds was purchasing supplies to take students on active construction site tour in Orlando. This spring we had the 1<sup>st</sup> Architecture graduating class. Also, 10 of 13 graduates who were participating in the articulated agreement with UF were admitted to UF.

**LAB Updates/Angel** – Angel mentioned that new servers being installed, other upgrades to room 211 printer, Photo shop software. Suggestion made to inform other faculty of helpful items, equipment changes that others might make use of. Enhancements are being made to the Division's webpage. It may include testimonials from students that a visitor can listen to while browsing the webpage.

**IT/Lisa-** New Gen Ed course available for AS degree students. Encourage them to take this class. 75% of classes are available on-line (not all are offered every semester). By fall 2008 our goal is to have a technical certificate completely on-line. Challenge is teaching programming class, more difficult on-line. Plan to visit

other schools to see how this is being addressed, maybe take some of their classes and hopefully implement these in our curriculum.

### **Open Agenda**

By the sharing concerns and challenges we as well as identifying solutions, can all benefit from these division meetings and shared among divisions college wide. Talk to your program chairs for items you would like to be included for discussion at the next division meeting. Let your Program Chair know what workshops you would like to be scheduled. Informed attendees of the resignation of Francisco Castellanos to pursue teaching and appreciation was expressed for his contribution to the division.

### **Adjournment**

Meeting concluded at 11:35 AM